

# POSITION DESCRIPTION (Please Read Instructions on the Back)

OPF

NL02118

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> New <input checked="" type="checkbox"/> Other Establishment		4. Employing Office Location <input type="checkbox"/> Field <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		5. Duty Station <input type="checkbox"/> Yes <input type="checkbox"/> No		6. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Competitive Level Code 12-7076		10. Agency Use SPC: CFE:LC					
11. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify)		12. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		13. Sensitivity <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		14. Agency Use SPC: CFE:LC		15. Classified/Graded by a. Civil Service Commission b. Department, Agency, or Establishment c. Bureau d. Field Office e. Recommended by Supervisor or Initiating Office		16. Official Title of Position QUALITY ASSURANCE SPECIALIST Quality Assurance Specialist		17. Pay Plan GS		18. Occupational Code 1910		19. Grade 12		20. Initials CG CB		21. Date 9-12-83	
15. Organizational Title of Position (if different from official title)		16. Name of Employee (if vacancy, specify)		17. Department, Agency, or Establishment Department of the Army		18. Third Subdivision Technical Support Division		19. First Subdivision US Army Materiel Development & Readiness Command		20. Second Subdivision Product Assurance/Configuration Mgt Br		21. Fourth Subdivision Project Manager for Training Devices		22. Fifth Subdivision		23. Employee Review This is an accurate description of the major duties and responsibilities of my position.		24. Signature of Employee (optional)			

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20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	
21. Typed Name and Title of Immediate Supervisor PHILLIP E. SPRINKLE, Chief Product Assurance/Configuration Mgt Br Signature: <i>[Signature]</i> Date: 22 Jan 83	22. Typed Name and Title of Higher-Level Supervisor or Manager (optional) WILLIAM MARROLETTI Deputy Project Manager Signature: <i>[Signature]</i> Date: 8/2/83

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.	
22. Typed Name and Title of Official Taking Action ELLIS C.L. ELLIS Staffing and Classification Specialist Signature: <i>[Signature]</i> Date: 9/12/83	23. Standards Used in Classifying/Grading Position USOPM PCS for Quality Assurance Series, GS-1910 (March 1983)

23. Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.	
24. Position Review	25. Remarks
a. Employee (optional) b. Supervisor c. Classifier	BUS: 7777

25. Description of Major Duties and Responsibilities (see attached)
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#### MAJOR DUTIES

Performs Staff Quality Assurance activities as the PM TRADE Product Quality Manager concerned with the broad spectrum of complex electronic, electro-mechanical, and computer based training devices developed and produced by PM TRADE. Major tasks related to this activity include:

- Recommending or specifying appropriate levels of quality control for inclusion in contracts;
- Preparing or reviewing quality assurance provisions of product specification;
- Assessing the contractor's design and development activities to ensure adequate consideration of producibility, inspectability, testability, and long-term user satisfaction;
- Participating in fact-finding and negotiation of contracts and contract changes to ensure reasonable and proper levels of contractor quality effort are established and that contractual agreements are consistent with the desired produce quality level; and
- Defining critical system elements and product quality characteristics and ensuring adequate controls over materials, sources, and manufacturing.
- Designs, organizes and carries out large scale projects or special studies related to overall program administration or quality compliance issues.

#### Factor 1. Knowledge Required by the Position

- Comprehensive and thorough knowledge of the full range of principles, concepts and methodology related to MIL-Q-9858 and MIL-I-45208 quality programs and considerable skill in applying this knowledge to the planning and accomplishment of a variety of difficult and complex work assignments for development and production of complex training devices.
- Broad knowledge of training device technology such as lasers, pyrotechnics, noise and simulation techniques including pertinent quality characteristics, manufacturing methods and techniques, special processes, interrelationship of functional parts and sub-assemblies, measurement and test techniques, and skill in developing plans and approaches calculated to insure effective control of product quality.

- Broad knowledge of the practices, policies and procedures of related functional and administrative activities such as contract administration, engineering, production, procurement, and supply and skill effecting appropriate interface/coordination of quality assurance plans and programs with these activities.
- Thorough and detailed knowledge of and skill in applying various methods and techniques for investigating, analyzing and effecting corrective action on complex quality problems.

#### Factor 2. Supervisory Controls

- The supervisor provides only administrative guidance in making work assignments such as identifying broad areas of agency management concern, e.g., the optimum balance between product quality and the cost of achieving the necessary control of quality. Assignments are discussed in terms of broadly defined agency missions, giving the employee wide latitude for identifying specific problems for investigation, projects to be initiated, and goals to be met.
- The specialist independently designs, organizes, and carries out large scale projects or special studies related to overall program administration, or quality compliance issues in a technical program area, frequently as the agency's technical expert. The specialist independently monitors and evaluates the effectiveness of agency's programs and develops new procedures or recommendations for policy change to augment program effectiveness.
- Results of the work are considered technically correct and are normally accepted without significant change. When review, work products (such as proposals for major policy or program changes) are evaluated in terms of agency mission and goals and fulfillment of program objectives.

#### Factor 3. Guidelines

- Program planning guidelines consist of general agency and command level directives concerning the overall scope and objectives of quality assurance activities involved in the development and acquisition of training device equipment. The guides cover major functional areas such as quality planning and conformance for major Army operational equipment but are of limited use in developing detailed training device program plans. Because of the wide variations in training device program requirements, the specialist employs ingenuity and originality in developing new or improved techniques for obtaining effective results and overcoming unusual problems where guides and precedents are lacking.

#### Factor 4. Complexity

- The specialist plans, develops, and implements a quality assurance program designed to ensure compliance with all contract requirements for numerous complex training device products. The terms of the contracts require the contractor to develop and use a written quality control program reflecting the large number of processing steps and verification points to assure acceptability of the product. Plans and develops the Government quality assurance program, providing for scheduled evaluations and inspections of the contractor's quality program and products starting with the preproduction phase into subsequent production and delivery.
- Decisions concerning what needs to be done are complicated by such factors as: changing technical requirements, device geographical locations of receiving commands, changes in contractor procedures or manufacturing techniques, failure of contractor's quality controls, turnover in contractor personnel, nonconforming material and incomplete quality data.
- The work requires making many decisions concerning such things as: reviewing and interpreting voluminous technical specifications and drawings, planning and selecting appropriate control or surveillance techniques, determining adequacy of the contractor's quality program, adjusting verification and surveillance of contractor operations based on quality data, and determining the extent of corrective action to be requested of the contractor.

#### Factor 5. Scope and Effect

- The specialist serves in the Office of the Project Manager for Training Devices which has responsibility for the acquisition of complex Army training systems. The purpose of the position is to develop and implement quality assurance program plans for the life cycle of the assigned systems. The work involves such activities as: developing plans for time-phased quality assurance life cycle functions; developing contractual material depicting quality requirements for development, production, service, and supply contracts; conducting or participating in capability surveys and product reviews; assisting and advising other elements in the implementation of quality requirements; and monitoring program actions through the production and use cycles.
- The program plans developed by the specialist affect command activities beyond the acquisition stage, such as maintenance and supply support functions. Typically these activities are carried out by a number of organizations at various locations throughout the United States and overseas locations.

Factor 6. Personal Contacts

- The specialist represents PM TRADE at command level meetings which typically involve the participation of high level management officials from other agencies, departments and contractors. Such meetings vary both in terms of the participants/agencies involved and their frequency. Generally the meetings occur on an as-required basis to effect coordination of quality efforts, establish working relationships across agency lines, or reconcile operational differences.

Factor 7. Purpose of Contacts

- The purpose of the contacts is to negotiate or settle significant issues or problems which require escalation because established channels and procedures have failed to resolve the problem. The issue or problem may concern significant quality deficiencies impacting major equipment acquisition programs (i.e. the deficiencies affect the timely delivery of acceptable equipment), or persistent noncompliance on the part of a contractor where formal efforts to effect corrective action have been unsuccessful. The contacts may also concern problems of a similar scope which require negotiation with management representatives of other agencies or representatives of foreign governments or international organizations.
- The quality assurance specialist assumes the lead in investigating the problems, such as leading a special study project or interagency working group, to achieve a common understanding of the causes and in effecting a compromise or developing acceptable alternatives.

Factor 8. Physical Demands

- The work is primarily sedentary. Employee may occasionally visit manufacturing, test or other areas where considerable walking, standing, or bending is involved.

Factor 9. Work Environment

- The work is performed in a typical office setting with adequate heating, lighting, and ventilation. The specialist may occasionally visit manufacturing facilities, field locations and test sites where the environment is not controlled. These visits are not frequent.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 02118

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."